



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b><u>NETWORK ANALYST</u></b>			
<b>DEPARTMENT/SITE:</b>	District Department or School Site	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	48 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Chief Technology Officer or assigned supervisor	<b>FLSA:</b>	Non-Exempt

#### **BASIC FUNCTION:**

Design and develop solutions to complex computer application problems, system administration issues, or network concerns; perform systems management and integration functions; ensure reliable communication of various computing equipment. The incumbents in this classification assist in supporting students by ensuring the reliability, security, and performance of the District's network systems, which directly supports student learning.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Design and develop solutions to complex computer applications problems, system administration issues, or network concerns; create technical specifications for new IT equipment and services; evaluate and recommend new IT equipment and solutions; plan for infrastructure growth and design.

Monitor the health of the District computer network system; maintain routers and switches comprising the District WAN/LAN; install new equipment and servers, switches, routers, WAPs, and other equipment; configure LAN equipment; monitor network bandwidth utilization and prepare related reports.

Ensure proper working order and configuration of Internet filtering and e-mail filtering; manage directory services; manage and maintain DHCP/DNS servers and records; manage the wireless access systems; provide connectivity for mobile devices.

Troubleshoot and repair server hardware and software, switch/router hardware and software, and infrastructure cabling; report on the operational status of equipment; replace failed hardware as needed; track system performance and capability.

Manage the District firewall; manage and secure devices outside the firewall; download and install security updates; conduct various backup activities.

Provide technical support to students and employees; train users in the proper use and operation of LAN/WAN systems and related equipment; train and assist administrative support staff in department-specific software applications and hardware.

Prepare and maintain records and reports related to assigned activities, equipment, and systems.

Attend a variety of meetings related to assigned activities.

Support and maintain virtual infrastructure environment; VoIP phone networks; voicemail servers and software.

Ensure the connectivity for security cameras, security/fire alarm systems, access controls, irrigation systems, HVAC controllers, and other related systems as requested.

Perform classification-related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Operating systems and associated systems software including their implementation, installation, configuration, operation, and administration.

Specific applications systems, related business applications, and/or instructional learning applications.

Relational database systems.

Local and wide area network technologies.

Data communications and networking theory.

Network security and firewalls.

Installation, configuration, and administration of bridges, routers, switches, wireless LAN technologies, and firewalls.

Internet services such as DNS, SFTP, and SMTP

Hardware and software interaction.

Virtualization systems utilized by the District.

Directory systems including Microsoft Active Directory.

Messaging systems and services.

Anti-virus software.

Internet content filtering systems.

Email security systems and software and software to protect against SPAM, adware and phishing.

Disaster recovery processes and best practices.

Multi-factor authentication technologies.

**ABILITY TO:**

Design and develop solutions to complex computer application problems, system administration issues or network concerns.

Perform systems management and integration functions.

Assure reliable communication of various computing and networking equipment.

Perform system tuning, systems backups, and restores.

Perform internal network connectivity and security audits.

Perform required system updates and patching.

Maintain a secure hosting environment.

Communicate effectively both orally and in writing.

Prepare clear and concise reports and correspondence.

Analyze situations accurately and adopt an effective course of action.

Maintain accurate files and reports.

Operate a variety of information technology equipment effectively including computer workstations,

printers, and communications equipment.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules, timelines, and set priorities.

Communicate with individuals with varying degrees of technical knowledge, skills, and understanding.

Adhere to safety practices.

Compose a variety of documents.

Consider a variety of factors when using equipment.

Maintain current, up-to-date knowledge in the field of expertise.

Read and process a variety of manuals, and write documents following prescribed formats.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a Bachelor's degree in computer science, information systems, or related field and four years of experience in the maintenance and installation of networked computer systems.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California driver's license and maintain qualification for automobile insurance coverage.

Driving a vehicle to conduct work.

Applicable network certifications (e.g. CompTIA N+ or Cisco Certified Network Associate CCNA).

**WORKING CONDITIONS:****ENVIRONMENT:**

The job is performed in a generally clean and healthy indoor office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Seeing to read and prepare a variety of materials, view a computer monitor for extended periods of time, and perform assigned activities.

Hearing and speaking to exchange information in person and on the telephone.

Sitting and/or standing for extended periods of time.

Reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies.

Bending at the waist, kneeling, or crouching to file, shelf, and/or retrieve materials.

Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds, with assistance.

**HAZARDS:**

Traffic hazards.

Sharp objects.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: GB: 10/26/99; PC: 10/28/00 (New Class); Replaced: System Network Analyst

Rev. 5/05 & Removed from Supervisory;

Retitled: 6/15 previously Network Engineer (Ewing)

Revised: 11/24 (EH&A / MGT Consulting) / GB 11/12/24; PC 10/24/24