

**CHICO UNIFIED SCHOOL DISTRICT  
NETWORK ANALYST**

**DEFINITION**

Under direction, to perform a variety of technical duties involved in the design, installation, configuration and maintenance of local area and wide area networks; to operate and maintain computer and peripheral equipment; and to troubleshoot and resolve problems with computer and peripheral equipment.

**SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Assist in the design of District local area and wide-area networks (WAN); install, configure and maintain network routes, bridges, wiring, and wireless access points (WAP); install and administer servers and systems; integrate new technologies that interface with network systems; install, troubleshoot and resolve problems with the network and network services.
- Manage email accounts and ensure security of the District email server.
- Manage and maintain the domain name service for District WAN.
- Oversee the development of the Internet Information Service.
- Assist in the preparation and implementation of the assigned budget for network and computer equipment projects.
- Operate and understand the operation of the District computer system and peripheral equipment.
- Observe equipment for proper operation; monitor computer systems for optimum user and job utilization; take corrective action as necessary; produce reports, documents and other output.
- Perform system configuration backups on network equipment and systems.
- Administer and implement network and computer security systems; establish and enforce District server standards and protocols.
- Respond to remote site equipment problems; determine which equipment link is not functioning properly.
- Train and assist users in the implementation of new or changed online remote equipment; provide training and assist users in email and other network services.
- Administer Directory Services, manage group policy, accounts, and permissions.
- Perform personal computer software/hardware installation and troubleshooting as assigned.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge; stay abreast of new technologies and software.
- Assist and oversee special projects; and perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Principles and practices used in the design, configuration, installation and maintenance of computer networking equipment, including servers, switches, routers, bridges, cabling, interface cards and repeaters;
- Data processing operations, services and technology;
- Capabilities, capacities, limitations and interrelated uses of computers and peripheral equipment;
- Computer operating systems and utility programs;
- Proper use and operation of software and system applications;
- Principles and practices used in the set up and administration of multi-user systems;
- Recent developments, current literature and sources of information regarding computer systems;
- Principles and practices used in training staff;
- Modern office practices, methods and computer systems;
- Principles and procedures of record keeping and reporting;
- Mathematical principles;
- District policies pertinent to scope of responsibility, including safety practices and procedures;
- Safe driving principles and practices.

**Skill to:**

- Operate a variety of highly technical computer equipment and related peripheral equipment;

- Operate modern office equipment;
- Type or operate a keyboard at a level proficient for successful job performance;
- Safely operate a motor vehicle.

**Ability to:**

- Learn new software products with and without formal training;
- Train and instruct staff in the use of computer applications, current or new systems and devices, email and network services;
- Independently set up and operate computer systems and peripheral equipment;
- Install and troubleshoot computer software and hardware;
- Identify, troubleshoot and resolve equipment link problems relating to telephone lines, cables, switches, routers and network systems;
- Understand the organization and operation of the assigned office and the District in order to assume assigned responsibilities;
- Read, interpret and apply concepts found in complex technical publications, manuals and other documents;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Perform accurate mathematical computations quickly;
- Respond to requests and inquiries from the general public;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**

- Four (4) years of experience in computer operations and networking.

**Education:**

- College level coursework or specialized training in computer science, management information systems, or a related field.

**Training:**

- The ability to read and write at a level necessary for successful job performance.

**SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

**License and Certificate Requirement:**

- Possess and maintain an appropriate, valid driver's license and safe driving record.

**Conditions of Employment:**

- Possess and maintain proof of current automobile insurance.
- Use of personal or District vehicle to travel to multiple work sites and locations.
- Insurability by the District's liability insurance carrier.
- Must be at least 25 years of age.

**PHYSICAL DEMANDS**

*Essential duties require the following physical skills and work environment:*

- Please refer to the Job Analysis.