

The University of Texas at San Antonio

Job Description

Job Title: Network Analyst III
Code: 19398
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide solutions for business and management problems by developing more efficient operational procedures and by utilizing network equipment more effectively.
- Scope: Responsible for organizing and directing several various network systems and topologies.

Duties

- Typical:
 1. Provides the primary interface between user department management in the development and improvement of network systems to include performing network system studies, studying interactions, analyzing business requirements and design network system specifications, analyzing problems and creating tools for solutions.
 2. Tracks the development of network systems and reports the progress to management.
 3. Installs/Maintains/Upgrades network infrastructure, hardware, and software.
 4. Provides network technical expertise to faculty, staff, and students to include providing user assistance and training.
 5. Provides continual support to include ensuring data integrity; performing cost analysis, maintain, backup, restore, and secure critical systems; maintains a secure environment, and prepares and executes test plans.
 6. Performs other duties as assigned.
- Periodic:
 1. Provides training to other classified analysts and network personnel.

Education

Required	Preferred
Associate's 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, at a high level, problems and design the most efficient utilization of existing techniques.	N/A
Criminal Background Check.	

Experience

Required	Preferred
Four years of experience in analysis and network systems design or an equivalent combination of relevant education and/or experience.	Four or more years of experience in analysis, network systems design, or network programming including two years in a supervisory capacity.

Equipment

Required	Preferred
Knowledge of the capabilities of medium size network systems.	Experience with network infrastructure in use at the university.

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.
Rotating on-all schedules.	Ability to lift 60 lbs and work in confined spaces.

Supervision

Received	Given
Works at the highest levels of business and technical aspects of network systems analysis with minimum of supervision.	Direct and/or indirect supervision of assigned staff.
Assumes responsibility for project.	

Accuracy

High degree of proficiency required in all phases of the work.

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, regulations, policies, and procedures are complied with.