

Job Title	Network Analyst I
Job Code	
Exempt Status	
Position Status	
EEO Classification	

Job Summary

The Network Analyst I, under general direction, performs routine network analysis functions.

Essential Duties and Responsibilities

- Helps monitor network performance and responds to enterprise network issues.
- Collects, organizes, validates, and documents network topology data to be utilized within all network processes.
- Helps analyze, troubleshoot, track, and repair the enterprise data communications networks. Provides on-site advanced Tier I support and assists with Tier II support.
- Identifies and removes or limits connectivity of unauthorized network devices found on the enterprise network.
- Collaborates with Network Security to locate and isolate compromised or infected devices. Assists with on-site firewall replacement and other field related tasks.
- Becomes familiar with key contacts and vendors for networking support and problem resolution. Confers with clients to define networking requirements.
- Assists network processes with new technology deployments and integration testing.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor’s degree in applicable field or equivalent combination of education and experience.

Experience – Two years of related experience.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of intermediate troubleshooting, client relations, and the Information Technology Interface Library (ITIL).

Ability to – Ability to multitask and work cooperatively with others. Effective verbal and written communication skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements