

<b>Job Title</b>	Network Analyst III
<b>Job Code</b>	
<b>Exempt Status</b>	
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Network Analyst III, under general direction, serves as technical lead for network analysis projects or services. Provides technical oversight for the application of and compliance with technical standards. Coordinates the technical activities of a network analysis team. Completes reports and summaries for management and users including project status reports, problem reports, and progress summaries.

### **Essential Duties and Responsibilities**

- Coordinates the monitoring of network performance and responds to very complex enterprise network issues. Assists junior team members. Coordinates and prioritizes responses to enterprise network issues.
- Coordinates the collection, organization, validation, and documentation of network topology data to be utilized by all network processes. Coordinates the documentation of replacement equipment inventory, parts, and consumables.
- Coordinates and monitors the problem management process to include backup support. Analyzes, troubleshoots, tracks, and repairs complex enterprise data communication network problems. Provides on-site Tier III support.
- Identifies and removes or limits connectivity of unauthorized network devices found on the enterprise network. Coordinates and implements approved temporary installations with clients and vendors during special events.
- Collaborates with Network Security to discreetly locate and isolate compromised, lost, stolen, or malicious devices, and report to team leader and the requesting entity. Assists with on-site firewall replacement and other field related tasks.
- Provides technical oversight for the development of plans for temporary networks or non-affiliated customers. Facilitate input from clients, systems administrators, contractors, and vendors to develop specifications and plans for complex networking projects.
- Coordinates the assistance provided to all network processes with new technology deployments and integration testing.
- Collaborates with project leaders to develop work plans and time schedules for projects, including outlining phases, identifying personnel, and computing equipment requirements.

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* – Five years of related experience.

*Knowledge of* – Knowledge of word processing and spreadsheet applications. Knowledge of project management, mentoring, negotiation skills, basic vendor relations, advanced client relations skills, proposal writing, business acumen, persuasive communication, team leadership skills, and quality assurance methodologies.

*Ability to* – Ability to multitask and work cooperatively with others. Excellent written communication, analytical, interpersonal, and organizational 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 supervises employees.

### **Other Requirements**