MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:39:01 PM
Official Title:	Data Network Specialist I Master
System Affilliation:	
Employee Category:	
Pay Grade:	Pay Grade 4
Scheduled Hours	
Job Code:	323258
Job Family:	Informations Systems/Techn

JOB SUMMARY

The Data Network Specialist I installs, tests, and configures network workstation hardware and software; modifies software/hardware configuration in user workstations; debugs network problems.

NATURE OF WORK

This position functions as the first of three levels of Data Network Specialist. The Data Network Specialist I is responsible for implementing, maintaining, supporting, developing and, in some cases, designing communication networks within an institution or between institutional facilities/campuses. Job responsibilities require a working knowledge of complex technical networking systems. Work is performed under immediate supervision, through the use of specialized tools and established standards and objectives. Problems and faced in this position are complex and occasionally ill-defined and may need some analysis to understand. Errors could easily result in moderate costs, inconveniences, and disruption of services within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Establishes the networking environment by designing system configuration, directing system installation, defining, documenting and enforcing system standards.

Designs and implements new solutions and improvements regarding the resilience of the current environment.

Maximizes network performance by monitoring performance, troubleshooting network problems and outages, scheduling upgrades and collaborating with network architects on network optimization.

Performs network fault investigations in local and wide area environments, using information from multiple sources; secures network systems by establishing and enforcing policies, and defining and monitoring access;

Remains current on job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks and participating in professional organizations.

Reports network operational status by gathering and prioritizing information and managing projects.

Upgrades data network equipment to the latest stable firmware releases; configures routing and switching equipment, hosted IP voice services, and firewalls.

Manages and audits all IP addresses and hosted devices within the area to which assigned.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
Bachelor's degree	Information Systems Management or other related field	X		

Additional Experience

Check here if experience may substitute for some of the above education and describe how.

X

Work Experience

Experience	Experience Details	Req	Pref	
2 year +	Related work experience	X		