

## *OXNARD UNION HIGH SCHOOL DISTRICT*

**CLASS TITLE: NETWORK ANALYST**

**DEFINITION:**

Under the direction of the Assistant Superintendent, provides technical assistance and general support for all administrative computer hardware and software. Provides staff training and assistance for the Student Services system. Performs as the technical liaison between the District and all hardware and software vendors, as well as the VCSS office.

**STATEMENT OF TYPICAL DUTIES:**

- a. Provides training and assistance in the operation of the Student Services system to staff, primarily in the process of designing and running ad hoc or query reports.
- b. Works together with the appropriate vendors in the detection and resolution of major computer hardware, cabling and communication problems or modifications.
- c. Works closely with the Student Services system vendor and represents the District interests concerning system enhancements and corrections. Recommends additions or changes to this vendor based on communications with District personnel.
- d. Assists in the development and maintenance of the Student Services control tables at both the site and District wide levels.
- e. Monitors software and hardware additions to the micro computer workstations to insure compatibility with Student Services system.
- f. Maintains a computer specifications catalog of all Student Services related hardware and software by location for network diagnostics.
- g. Provides first level Local Area Network support for both the network operating system and authorized software applications on the network.
- h. Maintains a current knowledge of technological advancements in Student Services computer fields; communicates with equipment vendors and manufacturing representatives concerning hardware purchases, repairs and compatibility.

**STATEMENT OF TYPICAL DUTIES: (continued)**

- i. Designs and writes programs for a stand-alone subsystem outside of the main Student Services packages as requested.
- j. Provides occasional backup to the Coordinator of Educational Technology by way of cross training and familiarity with installed technology.
- k. Executes programs in emergencies as a backup to sites in processing the production of required documents and/or reports.
- l. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

Operation and use of computers and related peripheral equipment.  
Networks, Client Servers, communication equipment and language.  
Network operating systems and concepts.  
Standard Disk Operating System and GUI interface software.  
Programming and system design.  
District organization, operations, policies and objectives.  
Daily high school computer related administrative operation.  
Oral and written communication skills.  
Technical aspects of field of specialty.  
Interpersonal skills using tact, patience and courtesy.

Ability to:

Adopt any new familiar technology acquired for the District use and after a reasonable acclimation, install and support the new technology.  
Perform minor repair on micro computers and install new feature boards and software.  
Provide training and support to site personnel in the operation and maintenance of a Network and the assigned applications.  
Provide first level problem solving for the Network topology, hardware and operating system.  
Resolve minor cable or communication problems.  
Determine and define hardware, cable or communication problems to the designated vendor for resolution.  
Analyze, write and test programs for a minor stand-alone subsystem.  
Provide training to District staff on system operation or technical use of the Student Services system.

Abilities: (continued)

Work independently with little direction.  
Communicate effectively both orally and in writing.  
Read and utilize technical manuals.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: completion of two years of college-level course work in data processing, computer science or related field. Two years experience in computer programming and two years experience with micro computers, networks and communications.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

**WORKING CONDITIONS:**

General administrative office environment.

Approved \_\_\_\_\_  
Updated: 7-97