

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

NETWORK SYSTEMS ANALYST

BASIC FUNCTION:

Under the direction of the Network and IT Solutions Manager, plan, oversee, and provide technical assistance in the installation, configuration, maintenance, management, and problem resolution of network infrastructures, telecommunications, central computer systems, operations, and customer service.

ESSENTIAL DUTIES:

Plan, organize, control and direct the activities related to the District's network and related operations.

Establish criteria for referral of unresolved trouble calls to appropriate external personnel; lead and monitor the work of other non-district technical staff.

Assist the Director and other District administrative staff in support of technical needs regarding existing technology capabilities, the feasibility of developing new network systems and determining local and wide area network requirements as well as modifications to local and wide-area network systems.

Participate in the evaluation, costing, selection, testing and implementation of software and hardware and maintain knowledge of current technological advances in the field.

Provide for proper documentation of network development.

Analyze needs and plan new network systems or system components as well as modifications to existing ones.

Assure District compliance with network policies, procedures, and protocols across multiple systems.

Plan, organize, monitor and fine tune network operations.

Manage installation, upgrading and repair of local and wide-area network hardware, software, cabling and wiring.

Troubleshoot network system problems; recommend solutions and execute corrections as appropriate at various locations.

Monitor inventory of network hardware, software, licenses and computer forms.

Operate computer and other office equipment as assigned; drive vehicle to various sites to

conduct work.

Participate in the development of departmental standards and procedures.

OTHER REPRESENTATIVE DUTIES:

Confer with hardware and software vendors to obtain information, resolve problems, and insure District standards and specifications are achieved.

Provide technical direction and training on computer systems including operating systems updates, software installations, file management, backups and troubleshooting.

May be required to participate in a variety of training to continuously update skills related to job responsibilities.

May drive district vehicle.

Perform job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced principles and practices of local area networks and wide area networks including architecture, design, configuration, installation, monitoring, and troubleshooting techniques.

Local area and wide area network communications standards and protocols such as TCP/IP and Cisco IOS configurations and software management tools.

Disaster recovery systems.

Personal hardware and software products, peripheral equipment, and its interface with the network.

Security and auditing systems as well as forensics method.

Advanced principles and operating procedures of computer systems and related equipment.

Identifying, evaluating and solving complex network and computer problems.

Oral and written communication skills.

Proper usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives.

Interpersonal skills; using tact, patience and courtesy.

Principles and practices of training.

Record keeping and report preparation techniques.

Data communications and teleprocessing principles.

Applicable laws, codes, relations, policies and procedures related to Information Technology.

ABILITY TO:

Oversee and provide technical support in the installation, maintenance and repair of District computer equipment, peripherals and network infrastructure.

Demonstrate interpersonal skills using tact, patience and courtesy.

Provide technical assistance to computer systems users and assigned staff.

Adjust operational schedules according to emergency and priority needs.

Troubleshoot and repair basic system malfunctions and maintain system operation.

Analyze situations accurately and adopt an effective course of action.

Maintain current knowledge of technological advances in the field.

Prepare records and reports related to assigned activities.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and conduct oral presentations.

EDUCATION AND EXPERIENCE:

1. An associate's degree in computer science or a related field

And

2. Three years of experience in the selection, evaluation, installation, configuration, and maintenance of networks, computer systems, peripherals, and related equipment.

A maximum of 2 years additional appropriate related experience and/or completion of related technical school may be submitted for the education requirement on a year-for-year basis.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License and insurability by the District's insurance carrier. Certification of administration issued by Novell, Cisco or similar training program is desired.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to do the following:

- Grasp, grip, handle, and use hands for fine motor tasks.
- Prolonged standing and/or sitting.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Occasionally required to stand, walk, climb or balance, stoop, kneel, or crouch.
- Specific vision abilities required of a person in this job include close vision, distance vision, depth perception, and the ability to change focus.
- Regularly lift and/or move objects weighing up to 25 pounds.
- Frequently lift and/or move objects weighing up to 50 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING ENVIRONMENT:

ENVIRONMENT:

Indoor environment.

Driving a vehicle to conduct work.

Working around electrical equipment and video displays.

PREPARED BY: Classified Personnel Department

DATE:06/2000

APPROVED BY: Board of Trustees

DATE:07/2000

APPROVED BY: Personnel Commission

DATE:07/2000

REVISED BY: Personnel Commission

DATE:02/2006

APPROVED BY: Personnel Commission

DATE:06/03/2025