



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

Revised Job Description

Board Approval: January 9, 2023

Personnel Commission Approval: January 10, 2023

Network Analyst

Definition:

Directs and oversees the administration, support, and management of the school's Wide Area Network (WAN) and Local Area Network (LAN). Monitor and maintain the daily operations of the network through technical support and security functions, while meeting the overall technology needs of the district. This includes resolving immediate operational and/or safety concerns, troubleshooting, and resolving complex problems.

Essential Duties and Responsibilities:

- Administer systems and servers related to district LAN and WAN (e.g. security, e-mail system, IP addressing, DNS, DHCP, filtering, proxies, backups, etc.) for the purpose of optimizing throughput, securing data, overseeing backup and recovery capabilities, and ensuring availability of services to authorized users;
- Maintain current working knowledge of new and emerging technologies as well as state and federal rules, regulations, and policies for architecting, delivering, and maintaining a reliable and stable technology infrastructure;
- Manages the formulation, development, and execution of operational processes to ensure network reliability and provide adequate network resources to students and staff;
- Directs the installation, implementation, configuration, integration, monitoring, and management of the district's network infrastructure;
- Formulates network policies and practices to improve change, configuration, problem resolution, and release management;
- Performs analysis and develops pro-active and as-requested qualitative/quantitative analysis of IT operations and services;
- Conducts the selection and implementation of management and monitoring tools, methodologies, and standardized practices;
- Maintain district unified communications, including VoIP system;
- Participates in forecasting and planning IT solutions to meet instructional needs;
- Attends meetings, as assigned, to convey and/or gather information required to perform functions;
- Conduct preventive and corrective maintenance on computers;
- Configure and install new hardware including network equipment;
- Installs computer equipment, network (client and server) software, and hardware on a variety of platforms (e.g. service packs, application software, operating

- software, hardware upgrades, firmware upgrades, etc.) for upgrading and maintaining equipment and software;
- Prepare written materials to document procedures, providing written references and/or conveying information.

Required Qualifications:

- Four years of recent experience in an enterprise network environment.

Preferred:

- Bachelor's Degree in Computer Science, Computer Information Systems, or related field preferred.
- Cisco Certified Network Associate (CCNA) is preferred.
- Information Technology Infrastructure Library (ITIL) or ISO/IEC 20000 certifications are preferred.
- Bilingual – Spanish and/or Mandarin.

Knowledge of:

- Network management and monitoring, network security, network architecture and infrastructure, data security, operating systems, etc;
- Project management pertaining to the design, development, and deployment of infrastructure technology solutions;
- Principles and techniques used in networking equipment, such as enterprise routing and switching;
- Converged IP technologies;
- Wireless management and 802.1x authentication;
- Network security devices/firewalls;
- Content filtering along with best practices;
- Basic IP addressing and subnet schemes.

Ability to:

- Ability to manage a network and solve complex networking issues;
- Recognize, analyze, and deal effectively with problems and issues;
- Be self-motivated and work in a fast-paced environment;
- Maintain good working relations and collaborate well with all levels of personnel;
- Speak and write clearly, concisely, effectively, and convincingly.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 194
- 12 months