Telecommunications Analyst II

**Definition of Class**
This is a non-supervisory position in which the incumbent assists in developing and implementing the network systems. Incumbent provides support for departmental/office local area networks, and provides related engineering support.

**Examples of Work Performed**
- Creates computer programs designed to accommodate user needs.
- Installs and configures computer systems and software.
- Serves as a troubleshooter for problems in systems operation; tests and evaluates network hardware and software.
- Works with manufacturers and vendors to determine costs, specifications, and/or functional requirements of network equipment.
- Maintains interface with department and office personnel to determine LAN needs and requirements.
- Installs LAN operating system software; performs software upgrades; diagnoses network problems; performs systems backups; troubleshoots LAN operating system problems; provides consultation for user selecting hardware and software.
- Monitors network systems to ensure that networks are functioning within design standards; makes adjustments as necessary to optimize performance or repair a fault.
- Monitors network performance and security; makes changes to network device configurations; produces performance reports; maintains network and system resources.
- Analyzes systems needs and develops and maintains departmental databases.
- Coordinates the maintenance of computer labs.
- Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Develops and installs computer programs and network systems, including implementing related training seminars.
2. Maintains systems operations including monitoring performance and making adjustments.
3. Communicates with various individuals and entities to provide and ascertain technical information.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not
have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.
- **Vision:** Requirements of this job include close vision and color vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk or hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; climb or balance; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree in Business, Computer Science, Engineering, Telecommunications, or a related field from an accredited four-year college or university.

  AND

- **Experience:** One (1) year of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.