JOB DESCRIPTION

Network Analyst I

Definition of Class
Incumbent in this position is responsible for assisting in the design, installation, upgrade, and support of the Campus Enterprise Backbone Network and the Network Management.

Examples of Work Performed
Monitors, updates and maintains router ACL’s for network performance and security.

Monitors, diagnoses, and updates policies for enterprise network packet shaping.

Installs, upgrades, and supports network hardware and software needed to manage the campus enterprise backbone network.

Installs, upgrades, and supports the campus enterprise wireless network.

Installs, upgrades, and supports network domain name services.

Installs, upgrades, and supports the campus enterprise dynamic host name configuration services.

Installs, upgrades, and supports the campus enterprise virtual private networking services.

Installs, upgrades, and supports the campus enterprise domain name services.

Works with Systems Administrators to resolve system-networking issues.

Works with Help Desk personnel to resolve end user networking issues.

Manages, upgrades, and supports the campus network domain name services.

Manages, upgrades and supports the campus network dynamic host name configuration services.

Manages, upgrades, and supports the campus network virtual private networking services.

Monitors, compiles, and provides network performance data.

Performs similar or related duties as assigned or required.

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. Installs, upgrades, and supports campus enterprise network backbone hardware and software.

2. Implements and maintains packet shaping policies and ACL lists.

3. Works with Systems Administrators and Help Desk personnel to resolve networking issues.

4. Updates and maintains campus enterprise DNS and DHCP services.

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 100 pounds.

Vision: Requirements of this job includes 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 use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to reach with hands and arms and talk and hear. The incumbent is occasionally required to stand; walk; sit; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Associate’s Degree from an accredited two-year college or university.

AND

Experience:
Three (3) years of experience related to the above described duties.

Substitution Statement:
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

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

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