

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2020
RANGE: 58.5
CLASSIFIED - OVERTIME EXEMPT
CODE: 2, 6

CSIS NETWORK SYSTEMS ANALYST
(California School Information Services)

DEFINITION

Under general supervision, plan and execute tasks supporting the operation of a network supporting program needs of both internal staff and external clients, and a local area network supporting internal staff.

EXAMPLES OF DUTIES

Systems analysis for networking needs, and engineering of both local networks supporting program needs;

lead in technical and procedural efforts that establish, document and carry out detailed services to critical Kern County Superintendent of Schools (KCSOS) program participants;

design and coordinate hardware and software tools for the collection and transfer of secure data packets;

deployment and maintenance of local area network, hardware and software for data file and peripheral sharing ensuring maximum uptime;

implement operational diagnostics, monitoring system efficiency and ensuring the integrity of program network and web services that includes providing training and technical support to other internal staff members;

implement and maintain host services and other forms of data communications;

establish standards for operational efficiency and effectiveness of network and services;

independently avert hardware and software failures and degradation of services;

identify causes of outages and restore services in a timely manner;

analyze program needs as they relate to network infrastructure, hardware, and software;

plan for, recommend, build, configure and deploy hardware including servers, switches and additional infrastructure;

lead research, plan, deploy, and configure off-the-shelf and custom software;

assist the Technology Services Manager in leading strategic planning and operational strategies based on appraisals of network effectiveness as well as available and emerging technologies;

assist programmers with installation planning, testing and implementation of new releases of system software and hardware;

provide and perform necessary systems management functions including managing accounts for access to the network and its services, maintaining backups and offsite rotation, patch management, product licensing history and information;

monitor the network for accidental or intentional misuse of network and services, provide preemptive measures against unauthorized use or abuse;

coordinate and participate in training of internal program staff and staff of other agencies as directed;

provide timely and accurate reporting of network issues to internal management and, as directed, to key stakeholders and other entities;

reports to include observations of operational effectiveness and any needs for change or general system improvement;

establish and maintain effective relationships with providers of servers, networking devices, products and tool sets, and with the technical representatives of key program stakeholders;

document, report and follow-up with software and hardware vendors regarding problems with and enhancements of or modification to their products;

document operations and procedures;

serve as a cooperative and contributing member of the program team;

work independently and demonstrate excellent judgment within broadly defined organizational policies, in developing methods, techniques, procedures, and metrics for obtaining results that ensure network schedules, performance, and security requirements;

complete other duties as assigned.

QUALIFICATIONS

Knowledge of:

Thorough knowledge of network topologies and technologies typically employed in local area networks;

network capabilities, capacities and limitations of computer hardware and communications devices including routers, switches, concentrators, and wiring;

advanced principles, practices and trends in networking technology, and of Internet based systems issues and concepts;

exposure to software development lifecycle and to quality assurance and quality improvement concepts are desirable;

telephony is highly desirable.

Ability to:

Proven ability to effectively prioritize projects and work on concurrent tasks and with multiple entities;

work within formal organizational structures as well as with flexible teams;

plan and manage limited hardware resources;

build and manage constructive inter-personal relationships;

demonstrate progress in job assignments;

excellent written and verbal communications skills.

Experience:

A minimum of (5) years of combined experience in designing for, development of, implementing and managing local area networks, enterprise class services and servers.

A minimum of three (3) years of hands-on experience with the configuration and maintenance of servers.

A minimum of five (5) years of hands-on experience in hardware and software troubleshooting, diagnostics, and performance tuning.

Experience in the configuration and management of host services including Hypertext Transfer Protocol (HTTP) and Simple Mail Transfer Protocol (SMTP) is preferred.

Five (5) or more years of communications technology assignments in a Windows environment are preferred.

Experience in Microsoft Azure is preferred.

Project management experience is preferred.

In-depth experience in a service-oriented, Management Information Systems (MIS) or Information Technologies (IT) environment is preferred.

Education:

BA or BS degree required.

Work experience resulting in an equivalent knowledge base may be substituted for the degree requirement on a year-for-year basis.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of six months.

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