

TITLE: Network Systems Analyst
SECTION: School Board Office – Resource Center
REPORTS TO: District Principal of Instruction and Technology Services

SUMMARY:

Under the direction of the District Principal of Instruction and Technology Services, the Network Systems Analyst installs, configures, troubleshoots, tests and maintains local and wide area network infrastructure throughout the District, maintains servers, helps plan recommended technology improvements and provides second level support for the System Support Specialists while protecting the integrity and confidentiality of District information.

DUTIES:

Assist the District Principal of Instruction and Technology Services in:

1. Installing, configuring, troubleshooting, testing, monitoring and supporting District local and wide area network infrastructure.
2. Installing, configuring, troubleshooting, testing, monitoring and supporting District network servers.
3. Directing, assisting and monitoring assigned staff in carrying out assignments.
4. Researching, planning and recommending technological changes and improvements to maximize the application of technology and associated systems.
5. Developing and maintaining monitoring capabilities for District networks and servers.
6. Providing second level support services to System Support Specialists I and liaising with maintenance staff and school based technology users to articulate, troubleshoot and resolve problems.
7. Developing system management and security procedures as required.
8. Creating and maintaining documentation for District local and wide area network infrastructure and centralized servers, including but not limited to network diagrams, system operation procedures and disaster recovery plans.
9. Creating and maintaining documentation for items such as installations, configurations and procedures, user manuals and other technical documents as required.
10. Assisting with Help Desk support.
11. Performing other related duties as assigned.

QUALIFICATIONS

Education – the applicant must have completed

- Bachelor's degree in a computer related discipline or the equivalent combination of training and experience.
- Completion of the Microsoft Systems Engineer Certification or the equivalent combination of training and experience.
- Apple Certified Help Desk Specialist Certification or equivalent level of experience and training (ACHDS certification required within 12 months of assignment to position).
- Continued employment in this position will be contingent upon successful recertification on a 24-month cycle or as required by hardware and operating system standards.

Skills – the applicant must have

- Demonstrated ability/aptitude to work with detail, precision and accuracy.
- Demonstrated ability to organize, prioritize and meet deadlines with minimum of supervision.
- Ability to maintain the confidentiality of information seen or heard.
- Good interpersonal and communication skills.

Experience – the applicant must have:

- A minimum of five years experience supporting and working with a variety of network technologies including routers, switches, hubs, repeaters, bridges etc., using a variety of protocols and supporting multi-user operating systems such as Unix, OS X, OS 9, Windows NT, Novell Netware, Windows 98 and Windows XP.
- Experience with configuration of DNS and unix based web servers
- Experience directing and monitoring the work of others.

Requirements – the applicant must have:

- Physical capability to perform the job duties.
- Ability to work a variable schedule.
- Reliable transportation and a valid class 5 BC drivers license to perform site visits

APPENDIX A**JOB EVALUATION**

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	73 – Network Systems Analyst
LOCATION:	Schools
EFFECTIVE DATE:	July 5, 2006. Reviewed: Feb 2021

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	9	7	5	4	3	4	4	1	3	2	2
Total Points	454										

RATING CLASSIFICATION: LEVEL

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