



**NETWORK ADMINISTRATOR**

**SCOPE OF WORK:**

Work involves the administrative operation, design, and utilization of a statewide data and communications network providing services to a variety of customers including state government, political subdivisions (cities and counties), higher education, K-12 education, public health units, local law enforcement, emergency management and libraries. Work involves implementation and support of solutions following architectural designs.

**DUTIES PERFORMED AT ALL LEVELS:**

- Provide on-going administration and management of network infrastructure across distributed network equipment.
- Implement, deploy and test network infrastructure based on standard configuration and test plans.
- Develop and maintain documentation on network design and performance.
- Implement monitoring of network infrastructure based on defined standards; monitor, interpret and analyze events, issues and operational logs of network infrastructure.
- Research and assist in analysis and resolution of network configuration and performance problems.
- Maintain an understanding of the long term vision for the ITD network and participate in identification and testing of hardware and software compatible with that vision.
- Assist in testing network engineering designs and proof of concept solutions.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**NETWORK ADMINISTRATOR I**

0186

GRADE K

**LEVEL DEFINITION:**

Work at this level generally involves the daily administration and management of network infrastructure across the customer premises network equipment. Conducts problem and root cause analyses spanning limited aspects of the network.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in network systems, computer science, or data systems design and one year experience in the evaluation and analyses of major portions of a large data network. The employing agency, at its discretion, may substitute additional professional work experience for the formal education requirement. The amount and type of work experience that may be substituted will be defined by the employing agency at the time of recruitment.

**NETWORK ADMINISTRATOR II**

0187

GRADE L

LEVEL DEFINITION:

Work at this level generally involves a broader scope and increased complexity relative to the first level of the series, including more involvement in developing test plans and greater variety of network infrastructure.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide research/direction into the capabilities of enterprise products utilized on the network and author technical articles and whitepapers to assist co-workers in understanding the technologies.
- Assist in developing plans for successful implementation of architectural designs, including test plans that require customization for specific services or customers and may require scheduling of downtime or outage.
- Document standard and non-standard changes along with impacts of changes spanning multiple systems or infrastructure elements.
- Review and analyze data to provide for capacity planning of individual network components.
- Maintain an in-depth knowledge of multiple network components.
- Gather, analyze and interpret detailed network data and provide expertise to support other divisions' incident response efforts.
- Conduct problem analyses and root cause analyses spanning multiple aspects or products of the network infrastructure.
- Work with vendors to research solutions and understand product plans, direction and vision dealing with a distinct aspect of network infrastructure.
- Review, monitor and design security and recovery solutions.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in network systems, computer science, or data systems design and three years experience in the evaluation and analyses of major portions of a large data network. The employing agency, at its discretion, may substitute additional professional work experience for the formal education requirement. The amount and type of work experience that may be substituted will be defined by the employing agency at the time of recruitment.

Eff. Date: 10/13