

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Senior Network Analyst
GRADE: 11
REPORTS TO: Information Systems Director

POSITION SUMMARY: This is an at-will, non-partisan position. The Senior Network Analyst is responsible for all network components and services utilized by the House of Representatives, including servers, network routers and switches, cabling, and network services. The incumbent works under the immediate direction of the Director and Deputy Director.

PRINCIPAL ACCOUNTABILITIES:

The incumbent is responsible for installation, maintenance, and repair of all network computers and network services. The incumbent is proficient at all job responsibilities of a Network Analyst.

Additional responsibilities specific to the Senior Network Analyst position include:

1. Provide support and mentoring to Network Analyst I.
2. Configure and install network file servers and operating systems, including required service packs and patches.
3. Diagnose and repair computer hardware failures, including network adapters, peripherals, disk arrays and storage systems. Responsible for coordinating warranty repairs with appropriate vendors and ordering spare parts for onsite repairs.
4. Install and maintain network services, including file and print services, virus protection, fax services, video streaming, e-mail systems, Intranet and Internet websites.
5. Maintain healthy network standards by monitoring server resources, daily backup processes and routine cleanup.
6. Diagnose and repair network infrastructure problems. This may include: network cabling, patch panels, and hubs, fiber connectivity, routers, switches, and wireless networking components.
7. Install and configure Windows operating systems, including Window server, SQL server, and IIS services.
8. Provide daily network administration, including password resets, adding/removing users, and printer assignments.
9. Provide support for Representatives and Clerks during Session, including after-hours

support.

10. Provide resources and assistance to Network Support Analysts, Developers and User Support staff.
11. The incumbent is assigned special projects by the Director or Deputy Director to assist in the continual upgrading of current computer systems.
12. Other duties as assigned.

WORKING CONDITIONS:

The incumbent is responsible for all network components and services utilized by the House of Representatives. Software administration and evaluation can be performed in the office at a computer workstation. All other work will be performed in a campus, comprised of two buildings or the Data Center located in the House Office Building.

The incumbent must be capable of lifting 50 pounds utilizing industry standards for proper lifting techniques.

Incumbent is able to work outside regular office hours.

JOB QUALIFICATIONS: The incumbent must possess strong technical skills and a thorough understanding of network computers, connectivity components, operating systems, services, and software applications. Incumbent must have strong communication skills and be capable of coordinating services with User Support, other House departments, State agencies, and third party vendors.

Educational requirements are an Associate's degree in computer technologies, minimum 2 years of experience in PC networks and computers.