

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1856

**TITLE:** NETWORK/TELECOMMUNICATIONS ANALYST I

**GRADE:** S-23

**DEFINITION:**

Under general supervision, provides network operations or telecommunications system support to systems of limited size and complexity by performing backups, servicing hardware, and peripherals and attending to server problems. Maintains smaller, less complex telecommunications systems or networks or assists in the maintenance of larger, more complex systems; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is the first professional level of network/telecommunications analysis work. Work in this class is distinguished from the Network/Telecommunications Analyst II by the performance of work that is less technically complex and varied. For example, a Network/Telecommunications Analyst I would install cables and configure equipment while a Network/Telecommunications Analyst II would assist in the planning of a local area network and inspect cabling, power, and facilities.

**ILLUSTRATIVE DUTIES:**

Performs cable routing and termination, equipment installation and configuration, labeling, and documentation;

Provides routine support for network and/or telecommunications functions;

Responds to and prioritizes requests from users to provide guidance and assistance;

Adds/deletes users;

Proposes, develops, and implements documentation and procedures for determining and/or preventing problems;

Assists the help desk in problem determination and solution;

Sets up, installs, and tests hardware and peripherals at user sites;

Installs network operating system and standard programs;

Assists in the installation of more complex software and equipment;

Provides basic one-on-one training to users;

Maintains system records and documentation;

Participates in managing network/telecommunication system upgrades, expansions, and equipment exchange;

Reviews new technology and upgrades and makes recommendations on network/telecommunication system modifications;

Maintains an inventory list of agency hardware and software;

Provides assistance to other staff as needed.

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Some knowledge of data and voice communications protocol and industry standards such as internet, intranet, internet security, frame relay, and data network;

Some knowledge of communications network management and router configuration.

Some knowledge of hardware and software, cabling, power requirements, ancillary equipment, and the like related to network operations and telecommunications systems;

Understands the PC in a network environment;

Understands the network environment and its operation;

Ability to install system hardware and software;

Ability to plan, schedule, coordinate, and manage studies, special projects and assignments;

Ability to evaluate and make recommendations on different applications software packages;

Ability to communicate effectively, both orally; and in writing;

Ability to assist users in solving systems problems;

Ability to translate technical terminology into terms understandable to management and employees;

Ability to establish and maintain effective business relationships.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:

Possession of an associate's degree in computer science, electrical engineering, electronics, or a related field; PLUS

Two years network and/or telecommunications experience; OR

A bachelor's degree in such fields.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

**Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002

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