



Job Specification

Job Title: System Communications Analyst I, UCNS
BCAT Code: 465X AR
Pay Grade: G15

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Performs technical work in the set up and administration of local area network operating system software.

Examples of Duties

- Installs and updates network operating systems, including general programming and troubleshooting.
- Receives and answers questions concerning local area networks and application software. Refers more complex questions to higher-level analysts.
- Performs systems level network administration.
- Maintains log of problems and enters into automated tracking base. Assists with and receives training in more complex set up and administration.
- Creates and maintains programs to collect, analyze, and display campus network management and utilization data.
- Provides follow-up on resolved problems.
- Monitors changes made to the system in order to assist users. May evaluate microcomputer software problems for resolution or referral to vendor.
- Maintains documentation of changes to system.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of higher level programming languages.
- Knowledge of microcomputers and peripheral hardware.
- Some knowledge of assembler language.
- Some knowledge of local area network systems and applications software.
- Some knowledge of microcomputer, peripheral and data communication software.
- Effective analytical skills.
- Effective oral and written communicate skills.
- Some ability to analyze user problems and needs, apply present knowledge, and assimilate new information.

Minimum GSU Hiring Standards

Two years college or technical training; or a high school diploma or GED and two years experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.