



## **Job Specification**

**Job Title: Systems Communication Analyst I**  
**BCAT Code: 465X AL**  
**Pay Grade: G14**

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

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### **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**

Bachelor's degree in a related field; or a high school diploma or GED and four years of related 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.*