



## **Job Specification**

**Job Title: Systems Communication Analyst III**  
**BCAT Code: 465X AP**  
**Pay Grade: G17**

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

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### **General Description**

Performs advanced level technical and professional work in the design, set up and administration of local area network operating system software. Duties involve providing customer support, and require considerable knowledge of local area networks.

### **Examples of Duties**

- Designs, installs, and maintains complex network systems; performs analysis and debugging of network systems.
- Designs and codes network level applications to provide for increased management support.
- Performs needs analysis, specification requirements and system evaluations for network hardware and software.
- Designs and creates documentation for workstation and network systems.
- Configures and supports automated network management system.
- Provides technical support and coordination of local area network systems for departments. Analyzes department needs and advises in the selection and acquisition of local area network hardware and software.
- Advises and assists departmental network administrators and programming staff in resolving problems and enhancing performance of network and microcomputer hardware and software.
- Assists with training and overseeing the work of lower level employees.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Considerable knowledge of local area network systems and applications software.
- Knowledge of higher-level programming and assembler languages.
- Knowledge of microcomputers, peripheral and data communications hardware.
- Effective analytical skills.
- Effective oral and written communication skills.
- Considerable 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 and four years of related experience; or a high school diploma or GED and eight 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.*