Georgia State University

Job Specification

Job Title: Network Planning Analyst, Associate

BCAT Code: 09VE16  Effective Date: April 1, 2007
Pay Grade: G15    FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Provides routine entry level support for the University core network infrastructure, such as the maintenance of the core network hardware and software.

Examples of Duties
- Provides routine core network equipment support.
- Identifies and maintains internet protocol (IP) addresses.
- Provides customer service support to the users of the core network.
- Documents the maintenance conducted on the equipment.
- Ensures the security of the core network.
- Assists in evaluating the core network software and hardware.
- Performs other entry level network analysis duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of data processing and core network principles, practices, and equipment.
- Knowledge of large integrated systems and event driven programming.
- Knowledge of MS Windows, Banner, Spectrum, Unix, and an understanding of client and server computing, programming languages, such as COBOL, C, C++, Visual Basic, Pearle, Java, relational databases (Oracle), crystal, SQL/PL SQL, LANs, etc.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task and use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and related 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.